

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: A/V Equipment Coordinator**

**Class Code: 40310**

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### **A. Purpose:**

Coordinates the distribution and maintains the inventory of audiovisual equipment, supplies, and tapes. Provides other audiovisual services such as audiovisual equipment maintenance and minor repair; tape duplication; volunteer narration supervision; and the taping of narrations, events, and broadcasts to provide audiovisual services.

### **B. Distinguishing Feature:**

The A/V Equipment Coordinator is primarily responsible for the distribution and inventory of audiovisual equipment, supplies, and tapes; tape duplication; supervision of volunteer narrators; remote public address system setup; and the taping of narratives, live events, and broadcasting. The coordinator also inspects and cleans equipment and makes minor adjustments and repairs. The A/V Technician primarily responsible for the technical repair of audiovisual and production equipment and the design, installation, and fabrication of audiovisual equipment and systems.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Distributes audiovisual equipment, supplies, and tapes in support of patron requests.
  - a. Interprets requests from faculty, staff, clients, and patrons.
  - b. Duplicates audio and videotapes.
  - c. Tapes narrations, events, and broadcasts.
  - d. Sets up portable public address systems and operates portable and stationary systems during events.
  - e. Prepares slides, transparencies, and duplicates course materials and periodicals.
2. Inspects, cleans, and performs minor maintenance on audiovisual equipment and materials to ensure equipment or materials are operating properly and notifies appropriate personnel if equipment requires major repair.
3. Oversees audio productions to ensure high quality tapes are properly produced in accordance with patrons' needs.
  - a. Coordinates the narration of books.
  - b. Instructs volunteer narrators and monitors their use of studio recording equipment.
  - c. Reviews volunteer-produced recordings for quality and correctness of material and narration.
4. Orders supplies, tapes, materials, and replacement parts to ensure an adequate supply is available when needed.
  - a. Maintains inventory and location control of audiovisual equipment.
  - b. Maintains statistics, computer records, or reports of equipment, film, tape use, and damages and repairs.
5. Performs other work as assigned.

### **D. Reporting Relationships:**

This position may supervise or provide work direction to students, equipment operations and library personnel.

**E. Challenges and Problems:**

Challenges include ensuring all requests for services are filled accurately and promptly when equipment, audiovisual materials, personnel, and other resources are limited. The incumbent is also challenged to ensure all equipment is operating properly prior to distribution.

Problems faced by the incumbent are maintaining inventory and location control on loaned items such as items not being returned or equipment assigned to a certain location may be moved without notification; and monitoring volunteer narrators to ensure high quality recordings are provided to meet users' needs.

**F. Decision-making Authority:**

Decisions include ordering supplies, materials, and replacement parts; and selecting or rejecting narrators for specific recording projects.

Decisions referred include major equipment purchases and repairs.

**G. Contact with Others:**

The A/V Equipment Coordinator has daily contact with faculty, students, and the general public who request equipment and services.

**H. Working Conditions:**

This position requires lifting of heavy equipment and some hazards are present when working with electrical equipment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- operation and maintenance of all types of audiovisual equipment;
- inventory control;
- record keeping techniques.

Ability to:

- use hand tools;
- communicate information clearly and concisely;
- maintain working relationships;
- assist and deal tactfully with others.